

**APPROVED MINUTES OF THE MARCH 26, 2018 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: SBC Members

John Pellegrin, Claire Tse, Tracey Wood, Joseph Underwood, Malachi Jones, Jr., Kelly Hebron, Melody McGuin Thorson, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Ron Shoram

Guests

Meaghan Kiefer (BizEx)

The meeting was called to order at 7:00 p.m. by Chairman Pellegrin

Minutes from the February 26, 2018 meeting were approved with an amendment made to the Ombuds committee report

BizEx Presentation

- Meaghan Kiefer from BizEx discussed her new role as the Fairfax County Business Experience Partner
- BizEx will help to start or grow businesses and can advise on the process to obtain county licenses, permits, reviews or inspections.

Committee Reports

Communications – No Report

Community Business Partnership (Quarterly Report)

- A meet and greet was recently held with the new Executive Director
- The next board meeting will be held in May

Economic Advisory Council (Quarterly Report) – No Report

Education and Outreach

- Commissioner Tse will utilize the materials provided by BizEx in lieu of developing an SBC handout on starting and growing a business in Fairfax County
- Commissioner Marvin Powell has begun compiling commonly received questions during his Coffee, Tea, You, and Me outreach events

Executive

- An updated commissioner contact list will be provided to commissioners
- Commissioner Pellegrin indicated that the SBC would welcome the County Executive to speak to the commission

Legislative and Policy

- Commissioner Underwood reviewed SB1334 amending § 2.2-4310 of the Code of Virginia and concurred with DPMM's review that the bill does not establish authority for the County to institute a preference for SWaM businesses
- A recommendation was submitted to create a collaborative forum or board to track Senate and House Bills that have an impact on the small businesses
- Commissioner Jones volunteered to be a part of the Legislative and Policy subcommittee

Media Productions

- Commissioner Freund's interview with Channel 16 for the Stepping Stones series is scheduled for March 30th

Office of Emergency Management – No Report

Ombuds

- Commissioner Carmen Powell volunteered to receive inquiries from the SBC email address when appropriate

Strategic Planning

- Commissioner Tse recommended that the SBC dedicate a special meeting to put together a new strategic plan
- Commissioner Marvin Powell recommended a retreat as has been held in the past to be held in May or June
- Action Items:
 - Ms. Muse to help secure the services of a County facilitator
 - Commissioner Pellegrin to finalize dates and secure a location for the retreat

Transparency – No Report

Vendor Comments Board – No Report

Vendor Forum

- The Vendor Forum committee is working to identify speakers
- Commissioners suggested capturing Standard Industrial Classification (SIC) codes as part of Eventbrite registration

Old Business – No Report

New Business

SBC Meeting Minutes – March 26, 2018

- DPMM will share the GoFundMe link for the Prison to Paralegal pilot program to the SBC (<https://www.gofundme.com/help/launchtheprisonstoparalegalprogram>)

Staff Report – No Report

Adjournment – Chairman Pellegrin adjourned the meeting at 8:30 p.m.